



LOS ANGELES ORT COLLEGE

Student Consumer Information

2011-12

Los Angeles Campus (Main)

*6435 Wilshire Boulevard, Los Angeles, CA 90048
(323) 966-5444*

Van Nuys Campus (Branch)

*14519 West Sylvan Street, Van Nuys, CA 91411
(818) 382-6000*

www.LAORT.edu

December 2011

OVERVIEW

The purpose of this brochure is to provide Los Angeles ORT College (LA ORT) students with information about the school and the financial aid programs that are available to LA ORT's current or prospective students. The following will help you find the answers to the most commonly asked questions and the resources for this information.

To avoid duplication, we have referred to detailed explanations or disclosures contained in other publications that LA ORT provides to its students. Those publications include the latest editions of the [LA ORT Catalog](#), and the U.S. Department of Education's publication titled "[Funding Education Beyond High School, 2011-2012](#)". We recommend that you study this brochure in conjunction with those publications, to have a full understanding of LA ORT's institutional and financial aid policies.

INSTITUTIONAL INFORMATION

Accreditation, State Licensure and Approvals

LA ORT is accredited by Accrediting Commission for Continuing Education & Training (ACCET), a national accrediting agency recognized by the US Department of Education. LA ORT is also approved by the Bureau for Private Postsecondary Education (BPPE) of the State of California. This approval means that the Bureau has determined and certified this institution meets minimum standards established by the bureau for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of student's achievement prior to, and at the end of its program. LA ORT is additionally approved by the US Department of Education to participate in Federal Financial Aid programs.

LA ORT letters of accreditation, approval and licenses are available from the Director's office.

Programs of Study

LA ORT training programs are described in detail in the LA ORT Catalog. Please see your Admissions Representative for more information about these programs.

Instructional Facilities

LA ORT's instructional and laboratory facilities are all located on campus, the details of which are outlined in the LA ORT Catalog and the program syllabus available in the Admissions office. Some of LA ORT's training programs include an externship module, which requires a student to further enhance the needed skills and knowledge in an off-campus location. Additional information on the available externship programs and sites can be obtained from the campus Job Placement Department. Currently, LA ORT does not offer any programs for study abroad.

Administrative Staff & Faculty

A list of LA ORT staff and faculty can be found in Appendix A of this brochure.

Handicap Facilities

LA ORT facilities are, in general, accessible by disabled students. The campus Admissions Department can provide additional information depending on the type of disability.

Student Body Diversity

The following data is representative of LA ORT's student body diversity, based on Fall 2010 enrollments.

	Los Angeles <u>Campus</u>	Van Nuys <u>Campus</u>
Male	39%	48%
Female	61%	52%
Non-resident Alien	2%	0%
Hispanic/Latino	34%	33%
American Indian	0%	0%
Asian	35%	6%
African American	14%	6%
Pacific Islander	1%	0%
White	14%	55%
Two or More Races	0%	0%
Unknown	0%	0%
Received Pell Grant	85%	86%

GED Referral Program

Currently LA ORT does not offer any GED courses. However, for the benefit of students who do not have high school diploma or GED, our Admissions

Department provides a referral service on the available GED programs near the campus.

Transferability of Units

The units earned in the progress of study in most cases will probably not be transferable to any other college or university. Furthermore, the diploma or degree earned at the completion of the program, in most cases, will probably not serve as a basis for obtaining a higher-level degree at another college or university.

Tuition and Fees

The following is the cost of tuition and fees for each of the programs offered by LA ORT, as of September 2, 2011.

<u>AAS Degree Programs</u>	<u>Tuition</u>	<u>Books & Supplies</u>
Accounting	\$16,950	\$ 822
Business Management	16,950	881
Medical Office Management	16,950	1,062
Digital Media	16,950	845

Diploma Programs

Medical Assistant	\$11,450	\$ 418
Medical Office Specialist	11,450	542
Pharmacy Technician	11,450	425
Computer Graphics & DTP	11,450	437
Computerized Accounting	11,450	428
Administrative Assistant	7,450	217
Computer Aided Design & Drafting (CADD)	11,450	210
English as a Second Language	5,400	300

Fees

Registration Fee	\$100
Student Tuition Recovery Fund (STRF)	\$2.50
for every \$1,000 of total program cost including cost of tuition, registration fee, books and supplies.	

Graduate Student Indebtedness

The following figures represent the median level of indebtedness for the students who graduated in academic year 2010-11 from programs offered at LA ORT:

<u>AAS Degree Programs</u>	<u>Median Loan Balance</u>
Accounting	\$3,245
Medical Office Management	3,942
Business Management	749
Digital Media	<i>New Program*</i>

<u>Diploma Programs</u>	<u>Median Loan Balance</u>
Medical Assistant	\$5,474
Pharmacy Technician	5,474
Computer Graphics & DTP	5,474
Administrative Assistant	1,884
Computer Aided Design & Drafting (CADD)	2,252
English as a Second Language	0
Computerized Accounting	<i>No Graduates**</i>
Medical Office Specialist	<i>No Graduates**</i>

* This program is new and there were no graduates in the reported period.

** The school did not offer the program and/or there were no graduates in the reported period.

Student Completion and Placement Rates

LA ORT's latest published retention rate for general student body is 81%. This rate is representative of students who were scheduled to graduate between September 1, 2010 and August 31, 2011.

No information is available on students who may have transferred-out their credits to other post-secondary institutions.

The following is the student completion and job placement rates for each of the programs offered by LA ORT for the students who have completed their programs in the academic year ending June 30, 2011.

<u>AAS Degree Programs</u>	<u>Completion Rate</u>	<u>Job Placement Rate</u>
Accounting	83%	85%
Medical Office Management	90%	75%
Business Management	80%	83%
Digital Media	<i>New Program*</i>	

Diploma Programs

Medical Assistant	78%	80%
Pharmacy Technician	89%	74%
Computer Graphics & DTP	78%	88%
Administrative Assistant	73%	100%
Computer Aided Design & Drafting (CADD)	75%	100%
English as a Second Language	78%	84%
Computerized Accounting	<i>No Graduates**</i>	
Medical Office Specialist	<i>No Graduates**</i>	

* This program is new and there were no graduates in the reported period.

*** The school did not offer the program and/or there were no graduates in the reported period.*

Student On-Time Completion Rates

The On-Time completion rate represents the percentage of students who completed their programs within the time period as originally scheduled at the time of their enrollment. Students may not complete their programs on-time if, during their enrollment, they request Leave of Absence for personal or medical reasons, repeat one or more subjects, make-up work for excessive absences, delay the submission of the required course assignments, among other factors.

The following data represent the On-Time completion rates of those students who graduated in the academic year ending June 30, 2011, from the LA ORT programs.

<u>AAS Degree Programs</u>	Los Angeles	Van Nuys
	Campus	Campus
Accounting	77%	0%
Medical Office Management	44%	33%
Business Management	100%	NA***
Digital Media	<i>New Program*</i>	
 <u>Diploma Programs</u>		
Medical Assistant	44%	86%
Pharmacy Technician	38%	87%
Computer Graphics & DTP	39%	17%
Administrative Assistant	44%	50%
Computer Aided Design & Drafting (CADD)	NA***	0%
English as a Second Language	64%	66%
Computerized Accounting	<i>No Graduates**</i>	
Medical Office Specialist	<i>No Graduates**</i>	

* *This program is new and there were no graduates in the reported period.*

** *The school did not offer the program and/or there were no graduates in the reported period.*

*** *This program was Not Available and not offered at the specified campus.*

Campus Security Information

LA ORT's Campus Security Policy is available at the Financial Aid Department and is distributed to all applicants at the time of their enrollment. A copy of this Policy statement also appears in Appendix B of this brochure. This Appendix also includes annual Crime Statistics Report and provides statistical data on reported crimes on campus for the latest ended calendar year.

Drug & Alcohol Abuse Prevention Program

LA ORT is committed to drug and alcohol free campuses. In compliance with federal and state laws,

LA ORT has established a drug abuse prevention program that outlines LA ORT's policy on standards of conduct and disciplinary actions, as well as a referral service for sources that help students overcome drug and alcohol dependency, Appendix C of this brochure outlines LA ORT's policy statement in this regard. Additional information can be obtained, in confidence, from the Admissions or Financial Aid Departments.

Family Educational Rights and Privacy Act

LA ORT maintains all educational records of students in accordance with the provisions of Family Rights and Privacy Act of 1974 (Public Law 93-980, Section 438) as amended.

Under this statute certain third parties, including parent, are prohibited from accessing the student's educational records without consent from the student. Students who would like to grant permission to school to release their education records to an intended third party, may do so by providing written consent to the College Director.

All information retained in a student's file at LA ORT is available for inspection and review by that student upon request in writing for such review. An appointment will be scheduled through the Financial Aid Department for the student to review the file with a representative from LA ORT.

FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

For additional information or to file a complaint, contact the Department of Education at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
(202) 260-3887

Copyright Infringement

LA ORT's policy on copyright infringement and sanctions are described in detail in the college catalog. Please refer to LA ORT Catalog for more information.

Voter Registration

The financial aid recipients are encouraged (but not required) to register to vote. If you are not a registered voter, you may obtain voter registration forms from the financial aid department at LA ORT.

General Institutional Questions?

Students are welcome and encouraged to talk to the responsible staff or faculty member regarding institutional issues. It is, however, recommended that the students discuss the issue first with their instructor. If the instructor cannot help, he/she would refer the student to the responsible individual or department on the campus. The Director is ultimately responsible for the overall operation of the campus and will be glad to listen to the students' comments, questions or concerns. The students may contact the Director, Joseph Neman, at (323)966-5444, Ext. 211, for any unresolved institutional issues.

FINANCIAL AID INFORMATION

Applying for Financial Aid

Prospective students are welcome to meet with the Financial Aid Department to discuss the available sources of aid, eligibility criteria, and the amount they qualify for. Students are best served when they schedule an interview appointment with one of the school's Financial Aid Officers. During the interview, the Financial Aid Officer will determine the eligibility and financial need of the student and will assist them with completion and processing of the financial aid application material.

Financial Aid Eligibility

In order to qualify for federal student aid, you must meet the eligibility criteria outlined in the USDE's publication titled "[Funding Education Beyond High School, 2011-2012](#)".

Cost of Attendance

The cost of attendance or student budget is comprised of two components: direct costs and indirect costs. Direct costs include school charges such as tuition, registration fee, and cost of books, supplies and equipment. The indirect costs are the living expenses that you need to meet in order to complete your education. The indirect costs include: cost of housing, food, transportation, clothing, and other miscellaneous expenses.

LA ORT Catalog provides detailed information about components of the direct costs and charges associated with each program of study. To determine the indirect costs, LA ORT uses the information provided by the California Student Aid Commission (CSAC), on the average living expenses of a student in California. The 2011-2012 "Standard Budget Figures" published by CSAC are listed below:

<u>Type</u>	<u>Living with Parents</u>	<u>Not Living with Parents</u>
Food and Housing	\$ 483/mo.	\$ 1,207/mo.
Transportation	119/mo.	134/mo.
Personal Expenses	<u>346/mo.</u>	<u>317/mo.</u>
Total Indirect Exp.	1,132/mo.	1,842/mo.

Other indirect expenses such as cost of borrowing (loan fees) and child/dependent care may be added to the above with adequate documentation.

The direct costs plus indirect costs make up the basis for determining the cost of attendance at LA ORT. The cost of attendance is used to determine the student's financial need and the type and amount of the award they are entitled to.

Federal Financial Aid Programs

LA ORT participates in the following student financial aid programs offered by the U.S. Department of Education (USDE):

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work-Study (FWS)
- Federal Direct Loan (FDL), comprised of:
 - Federal Stafford Loans
 - Federal Unsubsidized Stafford Loans
 - Federal Parental Loans for Undergraduate Students (PLUS)

All of the above programs are need-based, except Unsubsidized Stafford Loans and Parent Loans for Undergraduate Study.

"Need-based" means that you must qualify to receive these funds, in part, based upon your "financial need". You can find an explanation of "financial need" in the USDE's publication titled "[Funding Education Beyond High School, 2011-2012](#)" available at your campus' Financial Aid Department.

Non-Federal Financial Aid Sources

Besides the federal financial aid, LA ORT participates in number of state, local and private aid programs such as Cal Grant C, Work Incentive Act (WIA), William & Florence Schneider Educational Loan, LA ORT Educational Loan and LA ORT's Scholarship. Availability and student eligibility for these programs is subject to change and is determined by the funding organization.

Your campus' Financial Aid Department can help you with the latest information regarding the above sources of aid.

If you believe that you may be eligible for educational assistance from other sources, the Financial Aid Department will help you in completing and processing your application.

Financial Aid Distribution

LA ORT's policy on distribution of financial aid is to provide the eligible students with maximum permissible and available grant money before financing their education with federal and non-federal loan programs. In general, LA ORT students first apply for Federal Pell Grant, and then for Federal Direct Loan. If the student has sufficient financial need thereafter, the student may be awarded from the federal campus-based programs such as FSEOG. The federal campus-based programs are supplemental sources of aid provided by USDE and administered by LA ORT. Once a year, USDE authorizes LA ORT to distribute a predetermined amount of federal funds, to its eligible students, under these programs. In order to assure that these funds are available throughout the year for all eligible students, LA ORT has established a monthly budget for utilization of these funds.

In particular, FSEOG is awarded to students who demonstrate exceptional financial need. For the purpose of this program, LA ORT considers a student who is found qualified to receive Federal Pell Grant to have exceptional financial need. The amount of individual FSEOG award is determined by dividing the FSEOG monthly budget reserved for the campus by the number of eligible students who started their program in that month. Therefore, the amount that an eligible student receives could vary based on number of eligible students enrolled in the award month, and the school's allocated monthly budget.

Another campus-based resource is the Federal Work-Study program. Federal Work-Study funds are awarded to students with sufficient need, and only those students who are hired will be availed of this program assistance. Available positions are posted and interested students may apply for them by submitting a completed LA ORT Employment Application and their resume to the campus Executive Director. The Financial Aid Department will then determine the eligibility and financial need of the applicant. Those who qualify will be called for an interview with the campus Executive Director or designee. The terms and conditions of employment are explained in detail in the LA ORT Employment Handbook, LA ORT's FWS Disclosure Statement and the Job Description. Interested students can obtain copies of these materials from the Financial Aid Department.

For additional information regarding the federal financial aid programs, please refer to "[Funding](#)

[Education Beyond High School, 2011-2012](#)", published by USDE.

Financial Aid Payments

The following outlines the method and timing of disbursements for each of the financial aid programs at LA ORT:

Federal Pell Grant and FSEOG: The student's tuition account is credited automatically after filing the [Free Application for Federal Student Aid \(www.fafsa.ed.gov\)](#) and receipt of a valid ISIR (Institutional Student Information Record). Payments are calculated in accordance with federal guidelines and usually take place in the first month after the student commences classes and at the midpoint of their program of study.

Stafford Loans: Loan disbursements are issued by the lender/servicer and transmitted to LA ORT electronically by Electronic Funds Transfer. Notification of such disbursement is mailed to the student at the last known home address. The student has 14 days to notify the Financial Aid Department and or lender of their desire to cancel the disbursement. Funds are directly credited to the student's tuition account. Program funds are received and disbursed in two equal payments. One-half of the loan amounts are scheduled to be received and disbursed on the 30th day of after the student starts classes. The second half of the loan amount is expected to be received and disbursed at the midpoint of the program of study, subject to satisfactory academic progress.

PLUS Loans: The method and timing of the disbursements are similar to Stafford Loans, as explained above. PLUS loans are also disbursed via Electronic Funds Transfer and are directly credited to the student's tuition account. Notification of such disbursement is mailed to the parent at the address on the PLUS loan application. The parent has 14 days to notify the Financial Aid Department and or lender of their desire to cancel the disbursement.

When the scheduled financial aid award exceeds the cost of tuition and supplies, then the student receives the excess funds, known as "credit balance", in the form of a check from LA ORT. The overage is intended to pay for indirect educational expenses while the student is attending classes. The student can expect to receive the overage money paid by check

about two weeks after the tuition balance is fully paid.

Federal Work-Study: Students receive wages proportional to the number of hours worked and within their FWS award limit, as determined by the Financial Aid Department. Wages are paid by checks through the LA ORT payroll system, on the following schedule:

<u>Work Period</u>	<u>Pay Day</u>
1 st to 15 th of the month	22 nd of the month
16 th to end of the month	7 th of the following month

Right and Responsibilities of Aid Recipients

The rights and responsibilities of students receiving federal financial aid at LA ORT has been explained in detail in various publications such as "[Funding Education Beyond High School, 2011-2012](#)" by USDE, Student Loan Application & Promissory Note material, and Student Loan Counseling form by LA ORT. Students are encouraged to contact the campus Financial Aid Department and receive a copy of these publications.

Loan Repayment

A full description of loan repayment terms and schedules and the student's obligation towards repayment of their loans can be found in "[Funding Education Beyond High School, 2011-2012](#)" by USDE, Student Loan Application & Promissory Note, and Student Loan Counseling form by LA ORT. Students are encouraged to obtain and read these publications before applying for any educational loans.

Additionally, loan borrower / students are required to receive Loan Entrance and Exit Counseling. Entrance Counseling is conducted during the student interview with the Financial Aid Department upon enrollment. Loan borrower /students are required to attend an Exit Counseling session, shortly before graduation, to fully understand the terms and conditions of their loan, and be clear about their pertinent rights and responsibilities.

Verification Policy

LA ORT verifies only those applications selected for verification. Verification means that the students are required to provide documents in support of the financial and family size information that they have indicated on their financial aid application. The required documents could include copies of tax

returns and students/parents certified statements, among other items.

Annually, US Department of Education selects a number of filed applications for verification. If verification documents are not provided, the student will not receive financial aid, and must make alternative arrangements for payment of tuition. Applications that are not selected by USDE for verification may be subject to institutional verification. The purpose of institutional verification is to provide a more accurate basis for the student's provided data. The institutional verification could include part or all of the data elements required under the federal verification. Even though the institutional verification policy is similar to federal verification process, in institutional verification the Financial Aid Officer may elect to waive collection of part or all of the verification documents due to circumstances such as lost or inaccessible records, undue hardship to student/parent, natural disaster, etc.

Satisfactory Academic Progress Policy

The LA ORT Catalog and the LA ORT Orientation Handbook provide a detailed description of LA ORT's current criteria for measuring satisfactory academic progress and attendance requirements. All prospective students are encouraged to read and fully understand the academic standards and attendance policy of the Institute before enrolling in any program.

Refund Policy

LA ORT Catalog provides a detailed explanation of the Institute's refund policy and how the earned tuition and refunds are calculated and the federal requirements for Return of Title IV Funds for Title IV Aid Recipients who withdraw from school prior to completing sixty percent (60%) of the payment period, or period of enrollment. This policy is separate from the state-approved institutional tuition refund policy described in the Catalog. The federal policy defines the proportion of the Title IV funds that the student received that can be retained to pay institutional charges.

The federal policy for "Return of Title IV Funds" defines that a student who has attended up through the 60% point in each payment period has fully earned the Title IV funds disbursement for the payment period. For a student who has attended less than sixty percent (60%), the percentage of Title IV funds earned is calculated by the following ratio:

$$\frac{\text{Number of calendar days elapsed from start date of the payment period to the last date attended}}{\text{Number of calendar days in payment period}} = \frac{\text{Percentage* - of Title IV Funds Earned}}{\text{Funds Earned}}$$

This ratio is multiplied by the Federal financial aid disbursed to equal the Title IV funds earned. Total disbursement minus total earned equals the federal funds that must be returned to the program. This may result in the student owing a balance to the school after a refund has been paid to the funding source. Students so affected will be notified in writing.

* Rounded to the nearest whole number.

Title IV Funds are returned to the providing sources in the order of priority listed below:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal PLUS Loans
- Federal Pell Grant
- FSEOG
- Other federal or state aid programs
- Institutional grants and loans
- Student

Financial Aid Questions?

The staff of Financial Aid Department can provide the proper guidance or referral for any question that the students may have in regards to financial aid. If a student needs additional assistance, the Financial Aid Administrator on campus will be glad to answer their financial aid questions. The students may contact the LA ORT's Financial Aid Administrator, Shirley Wong-Diaz, at (323) 966-5444 Extension 214 for any unresolved financial aid issues.

Appendix A

Administrative Staff and Faculty

The following is a list of LA ORT administrative staff and faculty as of July 1, 2011.

Los Angeles Campus, Administrative Staff:

Joseph Neman, *College Director*
Narineh Derafsh Kavan, *Job Placement Coordinator*
Marzena Golawska, *Job Placement Officer*
Victoria Garay, *Job Placement Assistant*
Odelia Galvez, *Job Placement Assistant*
Estela Hernandez, *Administrative Assistant*
Phinary Prom, *Registrar*
Hanriet Pourebrahim, *Registrar Assistant*
Fred Keivanfar, *Director of Admissions & Finance*
Jesse Velasco, *Senior Admission Advisor*
Flora Hakimian, *Admission Advisor*
Mandy Shi, *Admission Advisor*
Angel Del Villar, *Admission Advisor*
Grace Lee, *Admission Advisor*
Flower Park, *Admission Advisor*
Lyudmila Shatokhina, *Payroll & Accounting Assist.*
Shagha Zadeh, *Business Office Assistant*
Shirley Wong, *Financial Aid Administrator*
Maya Verteym, *Financial Aid Officer*
Camille Slater, *Financial Aid Assistant*
Sandra Jadidollahi, *Financial Aid Assistant*
Alex Zaltsman, *Custodian*
Quang Truong, *Computer Lab Manager*
Shahin Shadan, *Lab Technician Assistant*

Los Angeles Campus, Faculty:

Jamshid Kamjoo, *Master Teacher*
Joseph Anselmo, *Accounting Instructor*
Chrissandra Lott-Batiste, *Accounting Instructor*
Monte Gast, *Business Mgmt Instructor*
Sepehr Samadani, *Medical Office Mgmt. Instructor*
Tao Yang, *Medical Office Mgmt. Instructor*
Marlene Peek, *Medical Assistant Instructor*
Armando Alzamora, *Computer Graphics Instructor*
Jimmy Lopez, *Computer Graphics Instructor*
Anahid Andriassian, *Computer Applications Instr.*
Mykhael Stynnett, *Pharmacy Technician Instructor*
Lev Mallinger, *Cultural Studies Instructor*
Kirk Mayer, *ESL Instructor*
Paddy Campanaro, *ESL Instructor*
Helaina McKibbin, *ESL Instructor*
Omid David, *ESL Instructor*
Atanasov Bogdan, *ESL Instructor*
Martin James, *ESL Instructor*
Charlotte Hildebrand, *ESL Instructor*

Richard Perkins, *ESL Instructor*
Nicola James, *ESL Instructor*
Amir Osterweil, *ESL Instructor*

Van Nuys Campus, Administrative Staff:

Gagik Movsesyan, *Branch Coordinator*
Shiva Naim, *Job Placement Officer*
Zara Kulakhchyan, *Administrative Assistant*
Nazik Grigoryan, *Registrar*
Jenik Chakerian, *Registrar Assistant*
Farideh Farivar, *Senior Financial Aid Officer*
Nahid Pezeshki, *Financial Aid Officer*
Victoria Karpman, *Financial Aid Officer*
Ruzanna Davtyan, *Admission Advisor*
Kristin Henriquez, *Admission Advisor*
Silva Martin, *Admission Advisor*
Moran Dasa, *Community Outreach Representative*
Atena Monteroso, *Community Outreach Rep.*
Mehrdad Bastani, *Custodian*
Hugo Herrera, *Lab Technician Assistant*

Van Nuys Campus, Faculty:

Claudia Kotlerewski, *Master Teacher*
Roger Smith, *Accounting Instructor*
Mark Kapusta, *Medical Office Mgmt. Instructor*
Kossina Lim, *Pharmacy Technician Instructor*
Meharena Almaz, *Administrative Assistant Instr.*
Fred Tubias, *CADD Instructor*
Daniel Bigelow, *Computer Graphics Instructor*
Renee Satin, *ESL Mater Teacher*
Jonathan Blum, *ESL Instructor*
Miriam Goldvasser, *ESL Instructor*
Mona Macki, *ESL Instructor*
Andrew Sokol, *ESL Instructor*
Karine Otaryan, *ESL Instructor*
Raffi Kerbabian, *ESL Instructor*
Arlene Flesh, *ESL Instructor*
Christopher Rhodes, *ESL Instructor*

Appendix B

Campus Security Act Policy Statement

The campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law LA ORT provides its updated campus crime statistics to all prospective students and employees before their enrollment and employment. The following outlines LA ORT's campus security policy:

1. This institution maintains limited campus security personnel and encourages both its employees and students to immediately reports suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement of other emergency response agencies by dialing "911".
2. All students and employs are required to report any crime or emergency to their institutional official promptly. If a student or employees wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/hers institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911). Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.
3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, student, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5pm. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
 - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guards(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
 - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a

description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- a) Do not leave personal property in classrooms.
 - b) Report any suspicious persons to your institutional official.
 - c) Always try to walk in groups outside the school premises.
 - d) If you are waiting for a ride, wait within sight of other people.
 - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
 - f) The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.
 - g) The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h) Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the LA ORT's "Daily Incident Log" (main and branch campuses) at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business

days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

8. The institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforce all state underage-drinking laws.
 9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. (Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).
11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest. Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

Campus Crime Statistics

In compliance with Public Law 102-26, the following information on campus crimes is reported for your review. This information is update annually and is available to students, employee and applicants upon request. The following criminal offenses were reported to the school administration or local police agencies as having occurred at the specified campus location.

Los Angeles Campus (Main)

<u>Classification of Offense</u>	<u>Year 2010</u>	<u>Year 2009</u>	<u>Year 2008</u>	<u>Hate Crime?</u>
Murder	0	0	0	No
Manslaughter	0	0	0	No
Sex Offenses	0	0	0	No
Robbery	0	0	0	No
Aggravated Assault	0	0	0	No
Burglary	0	0	0	No
Motor Vehicle Theft	0	0	0	No
Arson	0	0	0	No
Liquor Law Violations	0	0	0	No
Drug Abuse Violations	0	0	0	No
Weapons Possessions	0	0	0	No

Van Nuys Campus (Branch)

<u>Classification of Offense</u>	<u>Year 2010</u>	<u>Year 2009</u>	<u>Year 2008</u>	<u>Hate Crime?</u>
Murder	0	0	0	No
Manslaughter	0	0	0	No
Sex Offenses	0	0	0	No
Robbery	0	0	0	No
Aggravated Assault	0	0	0	No
Burglary	0	0	0	No
Motor Vehicle Theft	0	0	0	No
Arson	0	0	0	No
Liquor Law Violations	0	0	0	No
Drug Abuse Violations	0	0	0	No
Weapons Possessions	0	0	0	No

Appendix C

Drug-Free Workplace Policy

The Drug-Free Workplace Act of 1988 (P.L.101-690)

Los Angeles ORT College strongly believes and adheres to the requirements for a drug-free workplace. The drug prevention program adopted by Los Angeles ORT College includes distribution to all students and employees information concerning drug and alcohol abuse. Los Angeles ORT College reviews its drug prevention program once every two years to determine its effectiveness and to ensure that sanctions are being enforced. The effectiveness of Los Angeles ORT College's drug prevention programs is measured by tracking:

- The number of drug and alcohol related disciplinary actions
- The number of drug and alcohol related treatment referrals
- The number of drug and alcohol related incidences recorded by law enforcement officials
- The number of students or employments attending self-help or other counseling groups

The Policy is as follows:

1. We believe that chemical dependency, including alcoholism, is treatable disease, which can be permanently treated and individuals can return to productive healthy lives. Identification and treatment of chemical dependency in the early stages will benefit both the School and the employees/students. We also recognize that chemical dependency by another member of the immediate family can create stress for the employees/students when they are seeking assistance.
2. It is the responsibility of all supervisors and instructors to ensure that no chemical dependency is terminated or demoted for seeking or accepting diagnosis and treatment. The school does not expect supervisors/instructors to become experts in the diagnosis or treatment of the illness, but they must become familiar with job-related symptoms in order to discuss the subject with the individual, when unsatisfactory performance is accompanied by indications of chemical dependency.

3. The School reserves the right to request reasonable cause testing based on observable actions, physical evidence, or on observable changes in established behavior patterns. Reasonable cause testing may be requested by any school official or supervisory employee/instructor if circumstances warrant.
4. The confidential nature of the medical records of employees with chemical dependency, including alcoholism, will be preserved in the same manner as all other medical records. A person who suffers from this disease will receive the same employee benefits and insurance coverage provided for other diseases under our established employee health insurance plans.
5. The School will make every reasonable effort to assist and encourage the employee/student to make the decision to accept the recommended form of treatment for chemical dependency. However, if the employee/student refuses to accept treatment, or continually does not respond to treatment, or the indications of chemical dependency persist, disciplinary action will be taken.

At the time of enrollment or employment, individuals are informed about Los Angeles ORT College's drug-free workplace program. While individual drug testing is not part of the employment or enrollment requirements, Los Angeles ORT College requires strict adherence our drug-free workplace policy as part of enrollment and employment at LA ORT.